



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH UNITED STATES ARMY  
ASSISTANT CHIEF OF STAFF, G1  
UNIT #15316  
APO AP 96205-5316

REPLY TO  
ATTENTION OF:

EAGA-G1

6 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1 to Procedural Guidance for EUSA Command Sponsorship Requests

1. References.

- a. Army Regulation 614-30, Overseas Service.
- b. USFK Regulation 614-1, Military Command Sponsorship Program.
- c. MILPER Message 09-040, Korea Tour Normalization, 3 Mar 09
- d. EUSA Command Policy Letter #37, Family Member Screening Program.
- e. USFK Policy Letter #26 Command Sponsorship for Area I.

2. Applicability: This procedural guidance applies to all personnel requesting command sponsorship to an Eighth United States Army unit. This change supersedes Procedural Guidance dated 20 Feb 09.

3. Summary of Changes:

- a. Changed approval authority from "Battalion Commander" to "Battalion Commander or their designated representative" (Para 5a(1)).
- b. Removed requirement for Area Garrison Commander review of EFMP disapprovals (Para 5b).
- c. Specified EFMP paperwork is only provided to the EFMP office (Para 5b(2)).
- d. Updated Medical Screening Process (Annex E).
- e. Added templates for:
  - 1) Approving out-of-country Command Sponsorship requests (Annex F).
  - 2) Requesting in-country Command Sponsorship (Annex G).
  - 3) Requesting Overseas Housing Allowance (OHA) Waiver (Annex H).

4. Intent. The command's intent is to maximize the opportunities for personnel to be granted Command Sponsorship in Korea and reduce the administrative and logistical burden for processing applications. All Soldiers are eligible to request Command Sponsorship and approvals will not be tied to specific MTOE positions with the exception of Key Billets.

5. Procedures. EUSA G1 will control and issue all Command Sponsorship numbers. Units will maintain control of Key Billet numbers. Specific guidance for in and out of country requests are at Annex A and B to this procedural guidance. Reflected below is guidance for obtaining command and installation approval.

a. Command approval.

1) Battalion Commanders or their designated representative have the authority to recommend approval of command sponsorship including the location of the Soldier and Family Members. Once command sponsorship is approved, Brigade Commander's approval is required to reassign that Soldier if the reassignment moves the Soldier to another area. Additionally, the Soldier must be re-screened to ensure Command Sponsorship infrastructure is available at the new area.

2) Brigade Commanders have disapproval authority for command sponsorship.

b. Installation approval.

1) DoDDs and housing. Screening agencies will review the application to determine the availability of education services (including possibility of deferred travel to facilitate education support) and housing in Korea and provide travel determination (i.e. concurrent or deferred travel). The EFMP Medical component coordinates and responds to all EFMP related educational and medical availability of services determinations.

(a) If the agency can support the request, it will be forwarded to IMCOM-Korea (IMCOM-K) US Army Garrison—Yongsan (USAG-Y) Military Personnel Division (MPD) for issuance of Command Sponsorship orders.

(b) If the agency cannot support the request, it will forward it to the Area Garrison Commander for review to determine if they can support or must deny the request based on lack of housing availability or school seats available.

(c) If the Garrison Commander supports the request for Command Sponsorship, it will be forwarded to IMCOM-K USAG-Y MPD for issuance of Command Sponsorship orders.

(d) If the Garrison Commander determines the installation cannot support the request for Command Sponsorship, he will inform the Brigade Commander of the Soldier's unit that the request cannot be supported. The Garrison Commander is the

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disapproval authority for determining installation support.

2) Medical. Commander, 65<sup>th</sup> Medical Brigade will establish procedures to review all Command Sponsorship requests and is the disapproval authority for all medical related issues. Medical screening paperwork is governed by Paragraph 2-1 and Appendix E of Army Regulation 608-75 (November 2006) and will only be provided to the EFMP office. Disapprovals for EFMP related issues will be raised to EUSA G1 to determine if the Soldier can be reassigned within Korea to support EFMP requirements.

6. The point of contact for this action is Mrs. Richards at 724-3249 or e-mail: [sang.richards@korea.army.mil](mailto:sang.richards@korea.army.mil).

Encls:

A. Out of Country Requests

B. In Country Requests

C. Flow Chart

D. CSP Codes

E. Family Member Screening Process for Army Service Members Currently in Korea

F. Out-of-Country Request Concurrence Template

G. In-Country Command Sponsorship Request Template

H. OHA Waiver Request

  
BRENDA A. ANDREWS  
COL, GS  
ACofS, G-1

DISTRIBUTION:

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Annex A: Procedures to Request Out of Country Command Sponsorship

1. Upon notification of assignment, the gaining unit will provide pinpoint assignment orders and sponsor the Soldier encouraging Command Sponsorship.
2. The following documents are required to process a Command Sponsorship request:
  - a) DA Form 4787 R – Reassignment Processing.
  - b) DA Form 5888 R (Sep 02) Family Member Deployment Screening Sheet (*The DA Form 5888 is valid for one year from signature in block #11e. Block #8 must be authenticated by the S-1 and have the appropriate EFMP stamp.*)
  - c) DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP.*)
  - d) DD Form 2792-1 (Nov 06) Individual Education Program (IEP) and Individual Family Service Plan (IFSP)- Exceptional Family Member Special Education/Early Intervention Summary (*If a family member is enrolled or warrants enrollment in EFMP; in addition to the DD 2792-1, a current IEP or IFSP is required as well.*)
  - e) If Soldier is assigned to Area I provide either benefits limitation counseling memorandum as per USFK Policy Letter #26 or approved Overseas Housing Allowance (OHA) Secretarial Waiver if Soldier is requesting to reside in Area II.
3. The Soldier will submit the request for Command Sponsorship through their losing Military Personnel Division (MPD). The losing MPD will forward the paperwork to, USAG-Y MPD at [CSP-Korea@korea.army.mil](mailto:CSP-Korea@korea.army.mil). USAG-Y MPD has two working days to process the inbound CSP request but will not process requests until the Soldier is within 180 days of the report date.
4. USAG-Y MPD will forward the request and supporting documentation for Command Sponsorship to the gaining unit for approval. The gaining command has five working days to provide approval or disapproval for the Command Sponsorship request. Battalion Commanders or their designated representative can recommend approval and Brigade Commanders can disapprove requests. The gaining unit will return the application to USAG-Y MPD. The approval recommendation (template at Annex F) will include where the SM will be assigned and where the family will reside. If the Soldier is assigned to Area I, the response must include the benefits limitation counseling IAW USFK Policy #26 or approved OHA Secretarial Waiver. The disapproval memorandum from the Brigade Commander will include the reason for the disapproval.
5. USAG-Y MPD will simultaneously staff the application with the screening agencies. USAG-Y MPD has two working days to process the request. USAG-Y MPD will send a copy of any disapproval memoranda to EUSA G1 upon receipt and provide a copy of the pending action log on a weekly basis.
6. The screening agencies will evaluate supportability for the request. If the request is supportable, they will forward their concurrence to USAG-Y MPD. If the screening

agency deems the request is non-supportable, they will forward the request to the supporting Area Garrison Commander with a statement on why the action is recommended for disapproval. Each screening agency has three working days to process the request.

7. The Area Garrison Commander will evaluate the request and if he overturns the recommended disapproval, he will forward the request to USAG-Y MPD for issuance of Command Sponsorship orders. If the Garrison Commander determines the installation cannot support the request, he will inform the Brigade Commander of the Soldier's unit that the request cannot be supported. The gaining unit commander will coordinate with the Soldier to discuss options (i.e. school is not available but the Soldier planned on home-schooling the child). The Area Garrison Commander is the disapproval authority for determining installation support.

8. Once USAG-Y MPD receives approval or disapproval from the screening agencies / Area Garrison Commander, they will coordinate with the EUSA G1 to obtain a Command Sponsorship number and issue orders to the losing installation and gaining unit informing the Soldier of the status of the request. USAG-Y MPD has two working days to process the action.

Annex B: Procedures to Request in Country Command Sponsorship

1. The following documents are required:

a) Memorandum from Soldier requesting Command Sponsorship (template at Annex G) with Battalion Commander Endorsement. Annotate if moved family to a designated location and are requesting Travel and Transportation entitlements.

b) If Soldier is assigned to Area I provide either benefits limitation counseling memorandum as per USFK Policy Letter #26 or approved Overseas Housing Allowance (OHA) Secretarial Waiver if Soldier is requesting to reside in Area II.

c) Original PCS Orders.

d) Pin-point Orders.

e) DA Form 5888 R (Sep 02) - Family Member Deployment Screening Sheet (*The DA Form 5888 is only valid for one year from signature block #11e. The DA 5888 must be completed by S-1 (authenticated in block #8) and then forwarded to EFMP office for signature in block #11 appropriate Army EFMP Medical Review stamp affixed in the upper right hand corner).*

f) DD Form 2792 (Nov 06) - Exceptional Family Member Medical Summary (*Only if a family member is enrolled or warrants enrollment in EFMP).*

g) DD Form 2792-1 (Nov 06)- Exceptional Family Member Special Education/ Early Intervention Summary (*Only if a family a member is enrolled or warrants enrollment in EFMP; current IEP or IFSP is required for all educational enrollments).*

h) ERB/ORB.

2. USAG-Y MPD will simultaneously staff the application with the screening agencies. USAG-Y MPD has two working days to process the request.

3. The screening agencies will evaluate supportability for the request. If the request is supportable, they will forward the concurrence to USAG-Y MPD. If the screening agency deems the request is non-supportable, they will forward the request to the supporting Area Garrison Commander. Each screening agency has three working days to process the request.

4. The Area Garrison Commander will evaluate the request and if he can reallocate resources to support the application, he will forward the request to USAG-Y MPD for issuance of Command Sponsorship orders. If the Garrison Commander determines the installation cannot support the request, he will inform the Brigade Commander of the Soldier's unit that the request cannot be supported. The Garrison Commander is the disapproval authority for determining installation support.

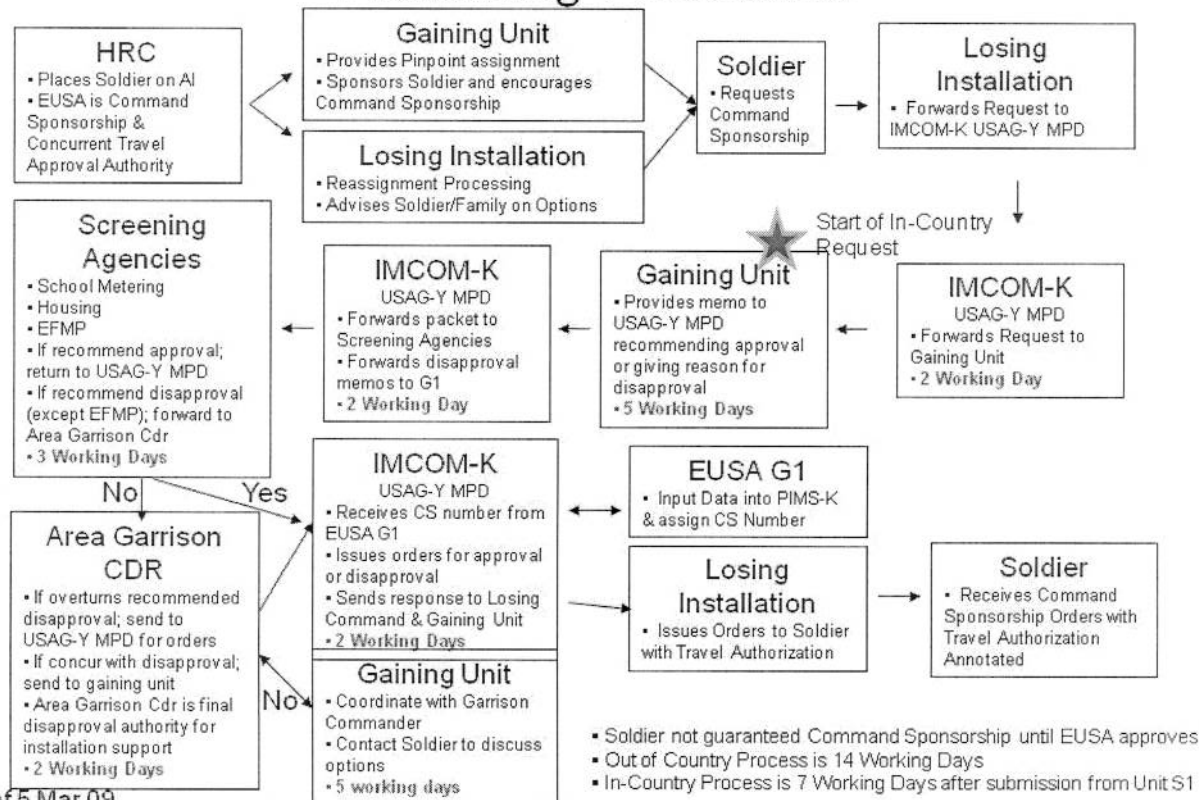
5. Once USAG-Y MPD receives approval or disapproval from the screening agencies / Garrison Commander, they will coordinate with the EUSA G1 to obtain a Command Sponsorship number and issue orders informing the Soldier of the status of the request. USAG-Y MPD will adjust DEROS as necessary as required to ensure Soldier meets the requirements for Command Sponsorship. USAG-Y MPD has two working days to process the action.



## Annex C: Command Sponsorship Flowchart



## EUSA Command Sponsorship Processing Procedures



As of 5 Mar 09

## Annex D: Command Sponsorship Codes

The following Codes will be used in combination with the appropriate command sponsorship number to ensure a common operating picture in tracking and supporting Soldiers and their Family members. Eighth United States Army G-1 will continue to publish information as changes occur and will serve as the proponent for this procedure.

The primary purpose for the command sponsorship codes is to identify where the Family resides and receive their installation support.

It is the responsibility of the gaining Unit S1 to notify the USAG-Y MPD and EUSA G1 to ensure that the CSP code is updated if there is a change in the duty location for either the Soldier or his family members.

The table below identifies the Command Sponsorship Codes for the Korean Theater:

AREA	LOCATION	CODE	SAMPLE
AREA I	DONGDUCHEON	Q	Q-0901
AREA I	Soldier assigned to DONGDUCHEON and Family resides in Area II	X	X-0901
AREA I	UIJONGBU (CRC, STANLEY AND JACKSON)	R	R-0901
AREA I	Soldier assigned to UIJONGBU and Family resides in Area II	Z	Z-0901
AREA II	SEOUL	S	S-0901
AREA III	HUMPHREYS	H	H-0901
AREA IV	DAEGU	T	T-0901
AREA IV	PUSAN	P	P-0901
AREA V	OSAN	O	O-0901



Annex E: Family Member Screening Process for Army Service Members Currently in Korea

**Step 1:**

- a. Service member (SM) obtains DA Form 5888 (September 2002) from PureEdge and in consultation with his or her S1 completes blocks 1-7.
- b. If SM is applying for an OCONUS to OCONUS move, FSTE, AIP, Inter-Theater Transfer or in-country Command Sponsorship, **ALL DEERS** eligible Family members must be listed in block 7 and screened (even if not accompanying the service member).
- c. If SM is applying for an addition to orders (newborns and other newly acquired Family members such as adoptions and marriages), then the new Family Members only should be listed.
- d. SM obtains a DA Form 7246 (September 2002) from PureEdge and completes the form as directed. Family members listed on the DA 7246 should coincide with those listed on the DA 5888.

**Step 2:** Unit S1 or Personnel Representative must verify SM dependents by completing Block 8 (to include a signature). **This documentation must occur prior to submitting documents to the medical screening authority for completion of Part B of the DA 5888.**

**Step 3:**

- a. If all Family members have a documented routine physical examination in the military health system within the past year, SM can e-mail the completed DA 5888 and DA 7246 to the EFMP Office [Ralph.Ford@amedd.army.mil](mailto:Ralph.Ford@amedd.army.mil) for records review and completion of the DA 5888. Newborns born at the 121<sup>st</sup> Combat Support Hospital do not require an additional physical examination.
- b. If Family members have been receiving civilian medical care, SMs need to include a recent physical examination completed within the past year for the EFMP Office to review and completion of the DA 5888.
- c. If the above conditions cannot be met, the SM will make a Primary Care appointment with any Military Treatment Facility for completion of block 9 and 10 of the DA 5888. SM will bring the completed DA Form 7246 to the appointment. After the appointment, SM can e-mail the DA 5888 and DA 7246 to the EFMP Office [Ralph.Ford@amedd.army.mil](mailto:Ralph.Ford@amedd.army.mil) for completion of the DA 5888.

**Step 4:** The EFMP Office will finalize the DA 5888 by signing in block #11 and affixing the appropriate Army EFMP Medical Stamp in the upper right hand corner of the form. The DA 7246 remains on file at EFMP attached to a copy of the completed DA 5888. SM can now turn in the completed DA 5888 to his or her unit S1 or Personnel Representative for additional and final processing.

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Annex F: Template for Out-of-Country Command Endorsement

EAGA-HRSD

MEMORANDUM FOR

SUBJECT: Request for Out-of-Country Command Sponsorship

The following Soldier has requested Command Sponsorship. Request you provide command concurrence by providing the following documentation and signing below:

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_ MOS: \_\_\_\_\_

Estimated Arrival Date: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

MSC: \_\_\_\_\_ UIC: \_\_\_\_\_ Soldiers Location: \_\_\_\_\_

Requested Location of Dependents: \_\_\_\_\_

HILDA E. HERNANDEZ  
USAG-Y MPD

\_\_\_\_\_ concurs with command sponsorship for the above individual. (Only for Key Billet/Key Essential Personnel) The Soldier should be assigned to KB # \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(MSC Signature Block)

Command Sponsorship is approved with the following CS #: \_\_\_\_\_.

MONG K. BANG  
G-1 Command Sponsorship

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Annex G: Template for In-Country Command Sponsorship Request

Office Symbol

Date

MEMORANDUM THRU  
Battalion Commander  
Director, IMCOM-Korea, Military Personnel Division Area II, Unit 15742, APO AP  
96205-5742

FOR: CDR, Eight United States Army, ATTN: EAGA-PP, APO AP 96205

SUBJECT: Request for In-Country Command Sponsorship

1. Under the provisions of USFK Reg 614-1 and 55-46, request I be granted Command Sponsorship. The following information is provided:

- a. Name:
- b. Grade:
- c. SSN:
- d. PMOS:
- e. Unit and installation of assignment:
- f. Arrival date to Korea:

g. Dependent data:

Dependent	Date of Birth	School Grade Level	EFMP (Y/N)

- h. Present address of dependents:
- i. Address of dependents upon receipt of notification of PCS assignment to Korea: (Annotate if not requesting government movement dependents)
- j. Present location of household goods (HHGs):

k. Location of household goods upon receipt of notification of PCS assignment to Korea: (Annotate if not requesting government movement of household goods)

l. Location at which dependents will reside in the ROK if Command Sponsorship is approved

m. If present address of dependents or HHGs is different from address upon receipt of orders to Korea, give a detailed explanation such as, "I paid for the transportation of my family to the ROK". Annotate if you moved your family to a designated location and are requesting further Travel and Transportation benefits IAW MILPER Message 09-040.

n. Present DEROS: \_\_\_\_\_ ETS date: \_\_\_\_\_

"I understand that if this action is approved and I do not have sufficient time remaining in service that I will have 30 days to either reenlist or extend to meet the Service Remaining Requirement. If I fail to provide a copy of the retention documents to the appropriate representative, this approval will be rescinded."

\_\_\_\_\_ (initial)

2. Clearly circle, underline, or check one option from each of the following:

a. I am/am not in receipt of PCS orders or assignment instructions.

b. I do/do not have FSTE pending.

c. I have requested or received approved AIP? ( ) Yes ( ) No. If yes, attached a copy of AIP document.

d. I understand that if I have a home base or sequential assignment, it will be cancelled should this request be approved: ( ) YES ( ) NO

e. This request for Command Sponsorship is submitted with the full understanding that should it be approved, the effective date of approval will be the date that all necessary documents are received by EUSA G-1 and all other requirements and processing procedures are completed: ( ) YES ( ) NO

---

Signature Block

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SUBJECT: Change 1 to Procedural Guidance for EUSA Command Sponsorship Requests

Annex H: OHA Waiver Request

Office Symbol

Date

MEMORANDUM THRU  
Gaining Battalion Commander  
MSC G1

FOR Director, 175th Financial Management Center, Unit #15300, APO AP 96205-5300

SUBJECT: Request for OHA Secretarial Waiver

1. In accordance with Note 4b in Appendix Q of the Joint Federal Travel Regulation concerning overseas tour lengths for Korea, request that I be granted Secretarial Waiver for my family to receive Overseas Housing Allowance at the Seoul rate from \_\_\_\_\_ (arrival date) to \_\_\_\_\_ (DEROS). The below information is provided to substantiate my request:

- a. Justification for the Request:
- b. Name:
- c. Grade:
- d. SSN:
- e. PMOS:
- f. Unit and installation of assignment:
- g. Arrival date to Korea (provide copy of RFO or orders):
- h. Dependent data:

Dependent	Date of Birth	School Grade Level	EFMP (Y/N)

2. For more information, I can be contacted at \_\_\_\_\_.

\_\_\_\_\_  
Signature Block